
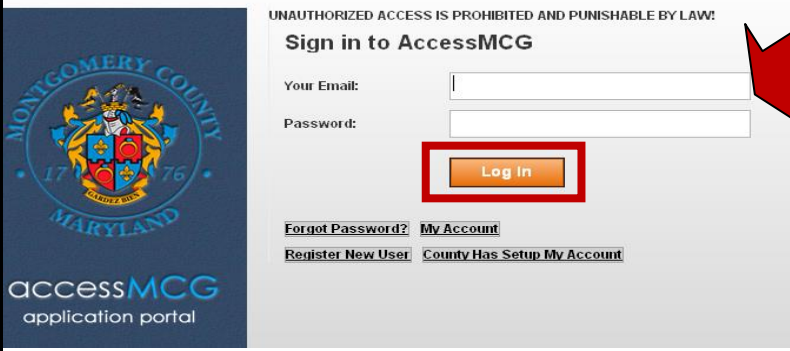
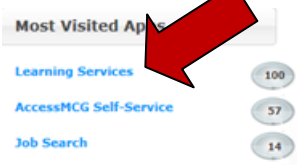
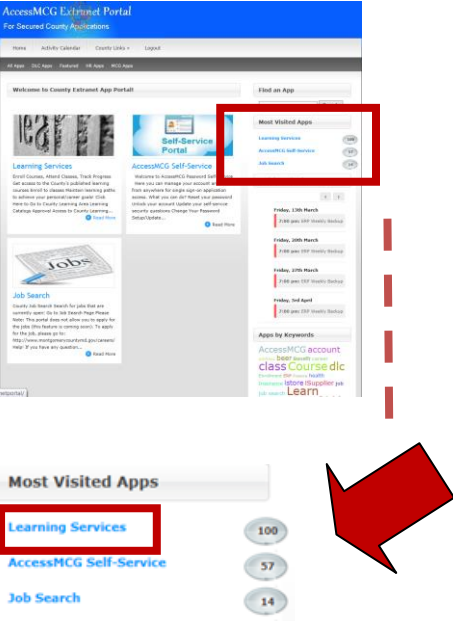
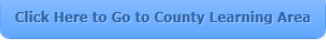
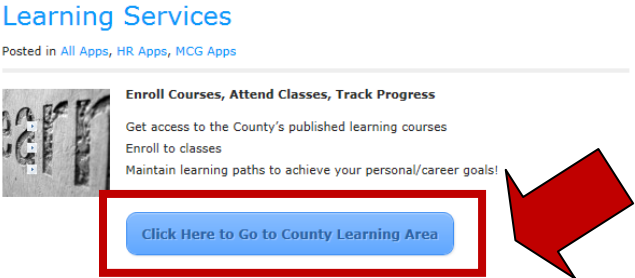

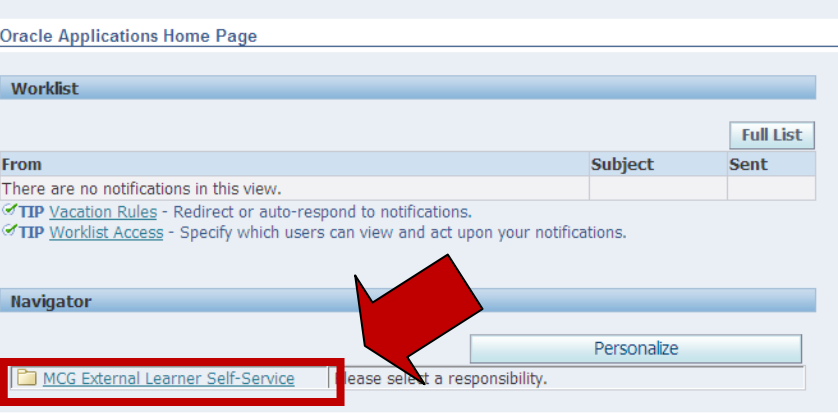

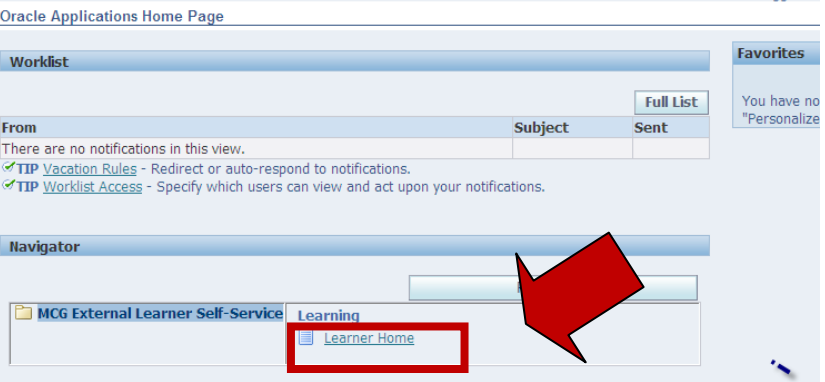



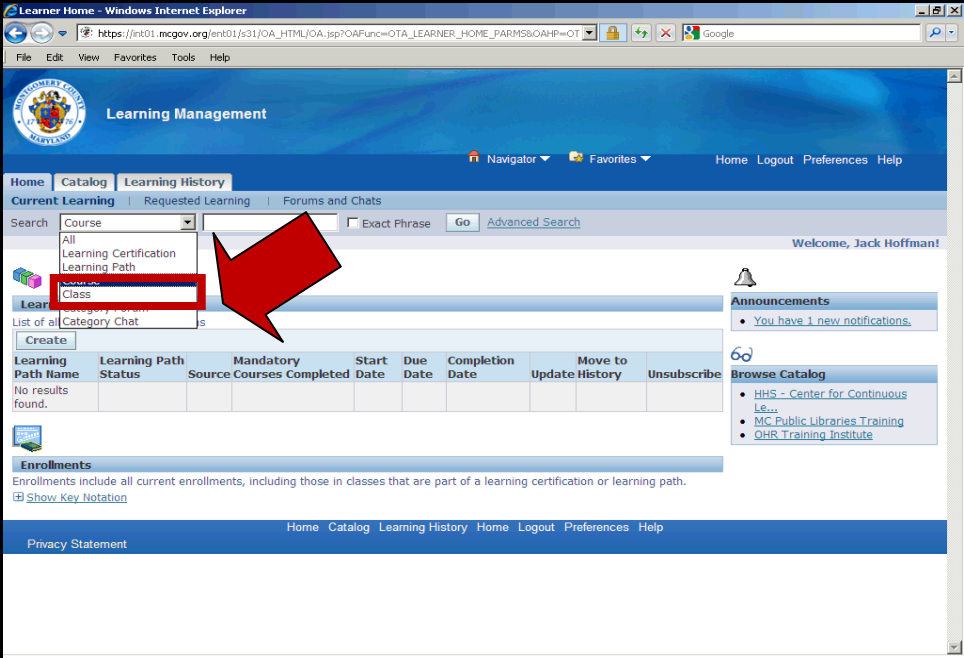
## ENROLLING IN A Class through AccessMCG (MCG Non-Employees Only)

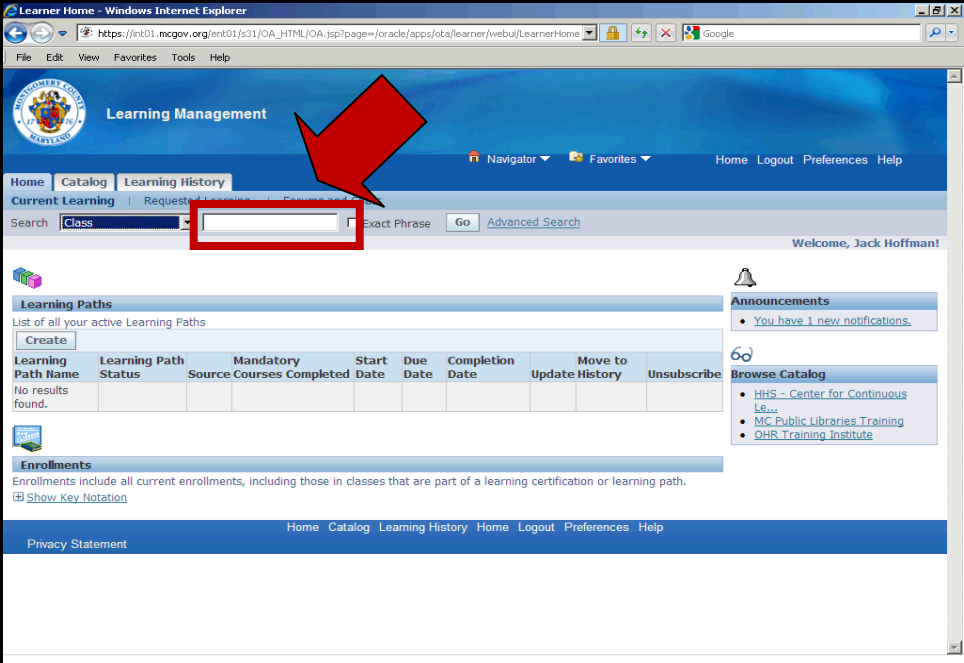
Revised 3/9/2015


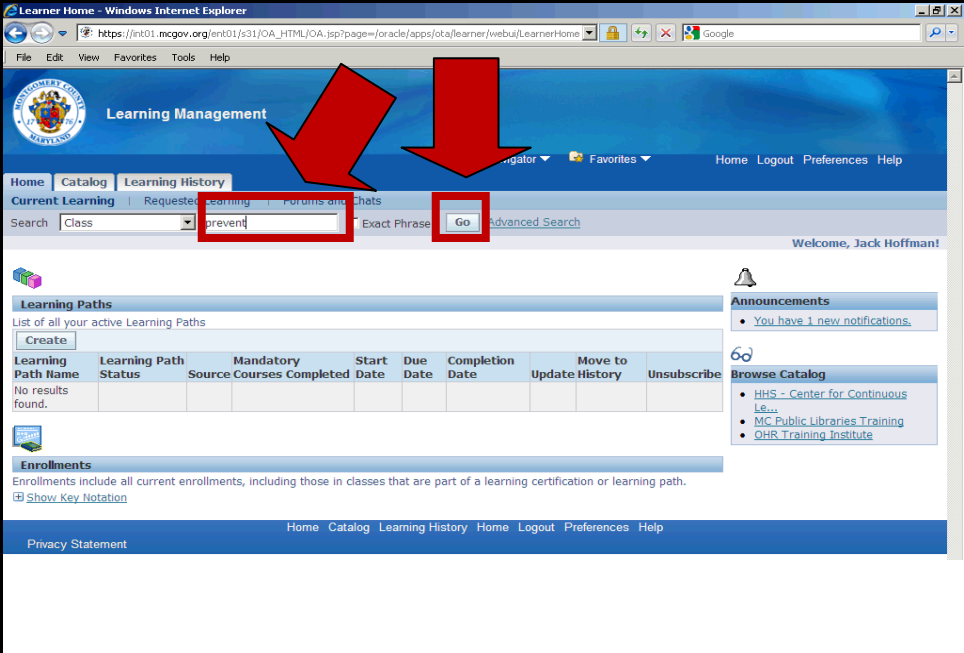
Step	Action	
1.	<p>Go to AccessMCG:  <a href="http://www.montgomerycountymd.gov">www.montgomerycountymd.gov</a> &gt;</p> <p>Click <b>Online Services</b>, a menu will drop down &gt;  find <b>AccessMCG</b> and click the link.</p>	
2.	<p>Enter in your username and password</p> <p>Click Login Button</p> <p><u>If you have not set-up a Username and Password,</u>  click “Register New User”.</p> <p>To assist you in this process, you will find  instructions for the registration process at <a href="#">OHR Training</a>. Look for “Instructions for Non-Employees to Request Access to MCG Catalogs”.  Once you have approval, you can continue this  process.</p>	


Step	Action	
3.	<p>Once you log-in, the AccessMCG Dashboard will appear.</p> <p>Click on <b>Learning Services</b></p> 	
4.	<p>The Learning Services page will open.</p> <p>Click on the blue button – <b>Click Here to Go to County Learning Area.</b></p> 	




















Step	Action	
5.	Click the MCG External Learner Self-Service link.  <a href="#">MCG External Learner Self-Service</a>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <p>From Subject Sent</p> <p>There are no notifications in this view.</p> <p>TIP Vacation Rules - Redirect or auto-respond to notifications.</p> <p>TIP Worklist Access - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>Personalize</p> <p> <a href="#">MCG External Learner Self-Service</a> Please select a responsibility.</p>
6.	Click the <b>Learner Home</b> link. <a href="#">Learner Home</a>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <p>From Subject Sent</p> <p>There are no notifications in this view.</p> <p>TIP Vacation Rules - Redirect or auto-respond to notifications.</p> <p>TIP Worklist Access - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p> <a href="#">MCG External Learner Self-Service</a> Learning</p> <p><a href="#">Learner Home</a></p> <p>Favorites</p> <p>You have no "Personalize"</p>

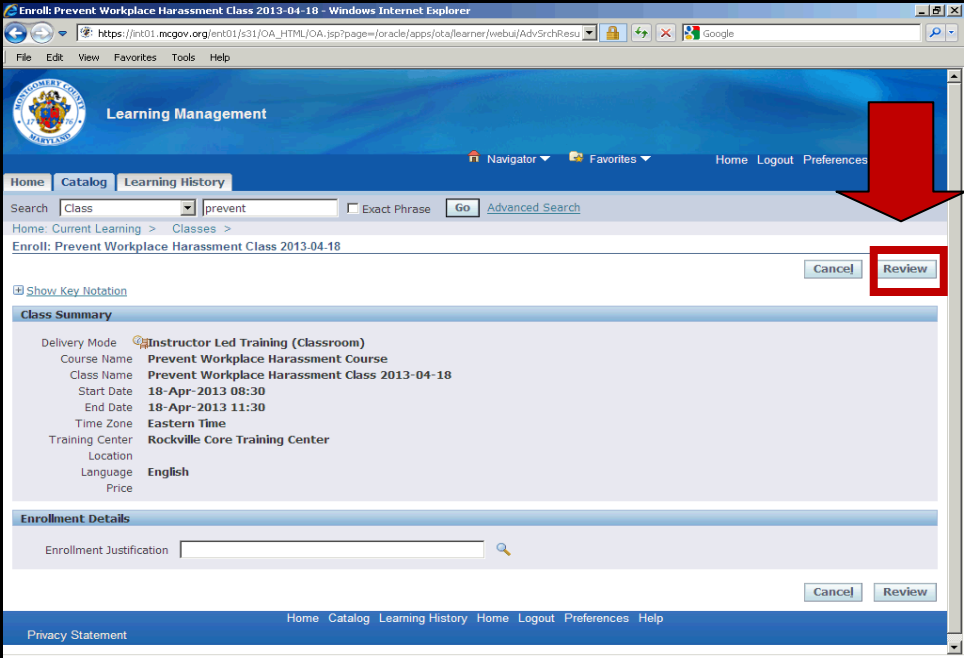
Step	Action	
7.	From your OLM Home page, click the <b>Search</b> list and use the drop down to select Class.	 <p>The screenshot shows the 'Learner Home - Windows Internet Explorer' window. The address bar displays a URL from 'int01.mc.gov'. The page header includes the 'Learning Management' logo and navigation links like 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the header, there are tabs for 'Home', 'Catalog', and 'Learning History'. The 'Current Learning' section features a search bar with a dropdown menu currently set to 'Course'. The dropdown menu is open, showing options: 'All', 'Learning Certification', 'Learning Path', and 'Class'. A red arrow points to the 'Class' option. Below the search bar, there is a 'Learn' section with a 'List of all Category Chat' and a 'Create' button. A table is displayed with columns: 'Learning Path Name', 'Learning Path Status', 'Mandatory Source', 'Courses Completed', 'Start Date', 'Due Date', 'Completion Date', 'Move to Update History', and 'Unsubscribe'. The table currently shows 'No results found.' To the right, there is an 'Announcements' section with a notification 'You have 1 new notifications.' and a 'Browse Catalog' section with links to 'HHS - Center for Continuous Learning', 'MC Public Libraries Training', and 'QHR Training Institute'. The footer includes a 'Privacy Statement' link and navigation links: 'Home', 'Catalog', 'Learning History', 'Home', 'Logout', 'Preferences', and 'Help'.</p>

Step	Action	
8.	Click in the Search field.	 <p>The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The address bar displays the URL: <a href="https://int01.mc.gov.org/int01/js31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/LearnerHome">https://int01.mc.gov.org/int01/js31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/LearnerHome</a>. The page features a blue header with the 'Learning Management' title and a navigation bar with links: Home, Catalog, Learning History, Requested Learning, and Current Learning. Below the navigation bar, there is a search section with a dropdown menu set to 'Class' and an adjacent search input field. A red arrow points to this search input field, which is also highlighted with a red rectangle. To the right of the search input is a 'Go' button and a link to 'Advanced Search'. The page also includes a 'Welcome, Jack Hoffman!' message, a 'Learning Paths' section with a 'Create' button, an 'Enrollments' section, and an 'Announcements' section on the right side.</p>

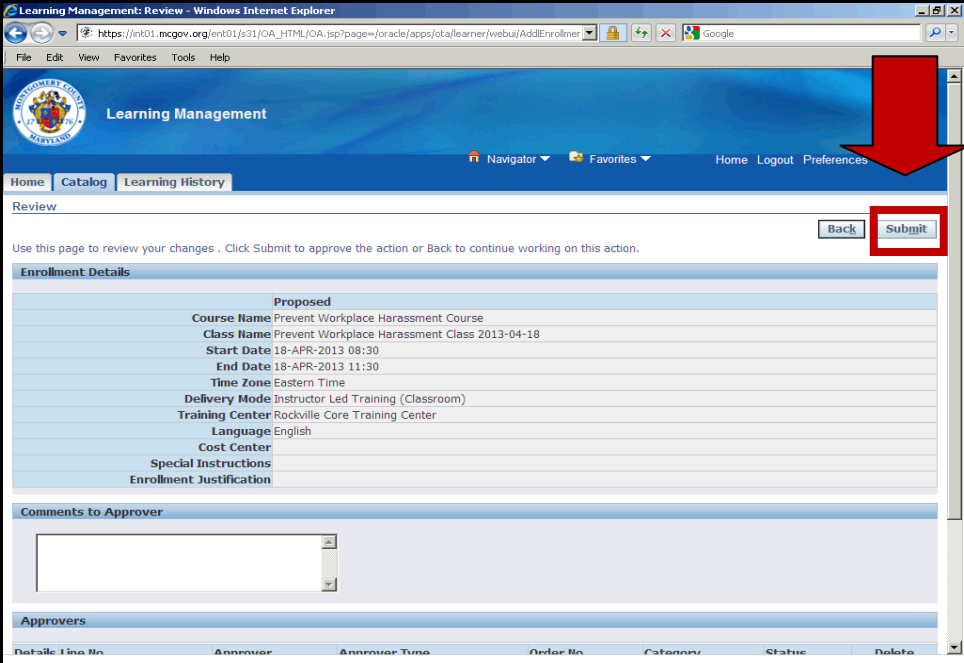
Step	Action	
<p>9.</p> <p>.</p>	<p>Type in ONE WORD from the <u>title</u> of the class</p> <p>Click Go.</p> <p></p>	

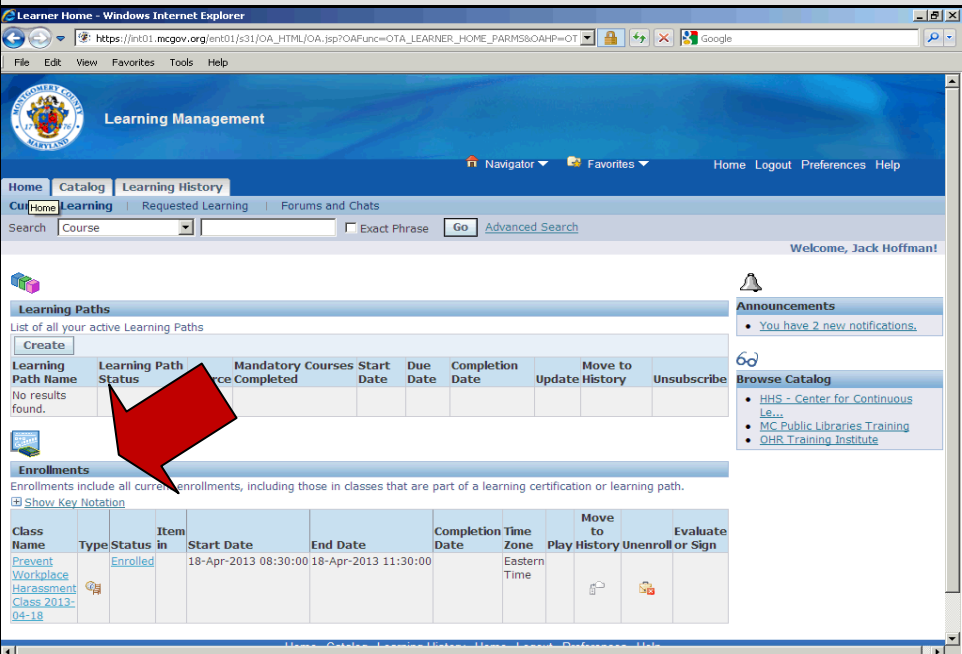
Step	Action
10.	<div>Find the Class you want to enroll in and click on the Enroll button.</div> <div></div>

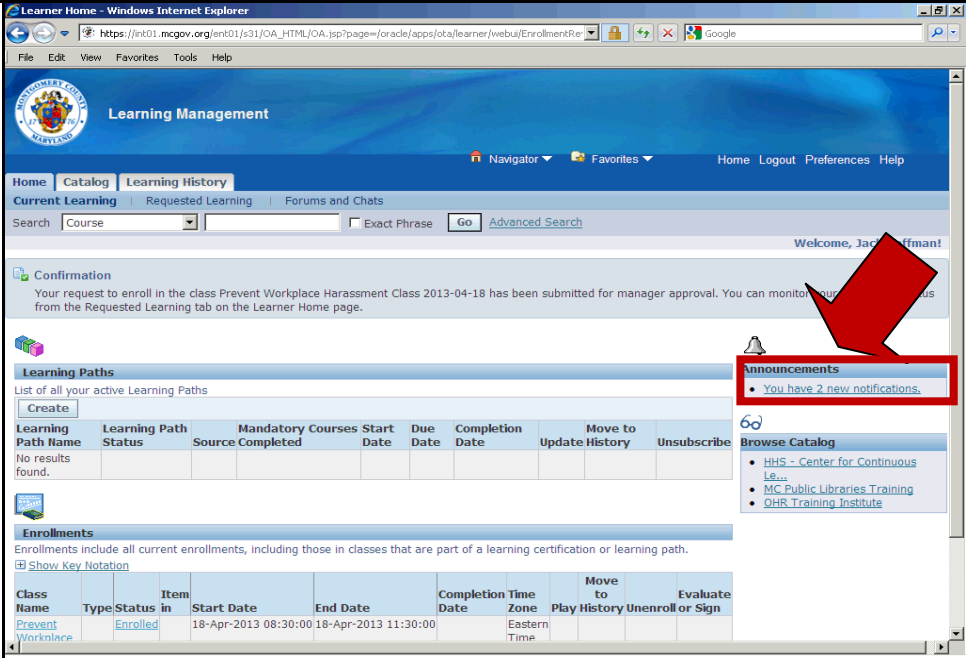
<div>Classes - Windows Internet Explorer</div> <div>https://enroll.mcgraw.org/enroll/s31/OA_HTML/OA.jsp?page=foracle/apps/otd/learner/webui/learnerHome</div> <div>File Edit View Favorites Tools Help</div> <div> Learning Management</div> <div>Navigator Favorites Home Logout Preferences</div> <div>Home Catalog Learning History</div> <div>Search Class prevent Exact Phrase Go Advanced Search</div> <div>Home: Current Learning &gt;</div> <div>Classes</div> <div>Click the links to see details. For different results please re-enter Search Criteria.</div> <div>Show Key Notation</div> <table><thead><tr><th>Course Name</th><th>Class Name</th><th>Delivery Mode</th><th>Location Center</th><th>Start Date</th><th>Start Time</th><th>Time Zone</th><th>Language</th><th>Class Status</th><th>Enrollment Status</th><th>Enroll</th></tr></thead><tbody><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-04-18</a></td><td> Instructor Led Training (Classroom)</td><td>Rockville Core Training Center</td><td>18-Apr-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-05-01</a></td><td> Instructor Led Training (Classroom)</td><td>Rockville Core Training Center</td><td>01-May-2013</td><td>13:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-06-04</a></td><td> Instructor Led Training (Classroom)</td><td>Rockville Core Training Center</td><td>04-Jun-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr></tbody></table> <div>Home Catalog Learning History Home Logout Preferences Help</div>											Course Name	Class Name	Delivery Mode	Location Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-04-18</a>	 Instructor Led Training (Classroom)	Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-05-01</a>	 Instructor Led Training (Classroom)	Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-06-04</a>	 Instructor Led Training (Classroom)	Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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Step	Action	
11.	Review the Enrollment details and click the Review button.	



Step	Action	
12.	Review the verification details of the class and click the Submit button.	 <p>The screenshot shows a web browser window titled "Learning Management: Review - Windows Internet Explorer". The address bar shows a URL from mcgov.org. The page has a blue header with the "Learning Management" logo and navigation links like "Home", "Catalog", and "Learning History". Below the header, there's a "Review" section with "Back" and "Submit" buttons. A message states: "Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action." The main content area is titled "Enrollment Details" and lists various course information under a "Proposed" section, including Course Name, Class Name, Start Date, End Date, Time Zone, Delivery Mode, Training Center, Language, Cost Center, Special Instructions, and Enrollment Justification. Below this is a "Comments to Approver" section with a text input field. At the bottom, there's an "Approvers" table with columns for Details, Line No., Approver, Approver Title, Order No., Category, Status, and Date.</p>

Step	Action	
13.	On your home page, you can see your enrollments under your Enrollments section.	 <p>The screenshot shows the Maryland Learning Management System (LMS) home page. The page is titled "Learner Home - Windows Internet Explorer" and displays the URL "https://lms01.mc.gov.org/ent01/js31/OA_HTML/OA.jsp?OAFunc=OTA_LEARNER_HOME_PARM&amp;OAHP=OT". The page features a navigation bar with links for "Home", "Catalog", and "Learning History". Below the navigation bar is a search bar and a welcome message for "Jack Hoffmann". The main content area includes a "Learning Paths" section with a "Create" button and a table with columns: "Learning Path Name", "Learning Path Status", "Mandatory Courses", "Start Date", "Due Date", "Completion Date", "Move to Update History", and "Unsubscribe". Below this is an "Enrollments" section with a "Show Key Notation" link and a table with columns: "Class Name", "Type", "Status", "Item", "Start Date", "End Date", "Completion Date", "Time Zone", "Move to Play History", "Unenroll or Sign", and "Evaluate". A red arrow points to the "Enrollments" section.</p>

Step	Action	
14.	You will also see a new notification on your Learner Home page. This is a hyperlink, so you can click on it to review your enrollment details.	 <p>The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The page has a blue header with the 'Learning Management' logo and navigation links like 'Home', 'Catalog', and 'Learning History'. A 'Confirmation' message states: 'Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor your progress from the Requested Learning tab on the Learner Home page.' Below this, the 'Learning Paths' section shows a table with columns for Learning Path Name, Status, Mandatory Courses, Start Date, Due Date, Completion Date, and Move to. The table is empty with the message 'No results found.' At the bottom, the 'Enrollments' section shows a table with columns for Class Name, Type, Status, Item, Start Date, End Date, Completion Time, and Move to. The table contains one row for 'Prevent Workplace Harassment' with status 'Enrolled'. A red arrow points to a notification box in the top right corner that says 'You have 2 new notifications.'</p>

Step	Action
15.	<p>This page displays with detailed enrollment information.</p> <p>To return to your Learner home page, click the home tab.</p> <p>DO NOT use the browser's back button.</p>

Notification Details - Windows Internet Explorer

https://nt01.mcgov.org/ent01/s31/OA\_HTML/OA.jsp?OAFunc=FND\_WFNTP\_DETAILS&NFId=6774362&...

File Edit Favorites Tools Help

Learning Management

Navigator Favorites Home Logout Preferences Help

Home Catalog Learning History

Current Learning Requested Learning Forums and Chats

Home: Current Learning > Worklist >

Information

This notification does not require a response.

Class enrollment for Hoffman, Jack has been approved.

OK Request Information

From: SYSADMIN  
To: Hoffman, Jack  
Sent: 02-Apr-2013 17:50:51  
ID: 6774362

Enrollment Details

Proposed	
Course Name	Prevent Workplace Harassment Course
Class Name	Prevent Workplace Harassment Class 2013-04-18
Start Date	18-APR-2013 08:30
End Date	18-APR-2013 11:30
Time Zone	Eastern Time
Delivery Mode	Instructor Led Training (Classroom)
Training Center	Rockville Core Training Center
Language	English
Cost Center	
Special Instructions	
Enrollment Justification	

Action History

For more detailed information including step by step instructions, please to the OHR Training Webpage

<http://www.montgomerycountymd.gov/ohr/training/training.html>